

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Bulletin No. 12-192

This bulletin should be filed behind the divider for Part III of DPM Chapter (s) 12

SUBJECT: Holiday Schedule for Calendar Year 2004

DATE: October 6, 2003

1. Scope

The purpose of this bulletin is to provide the holiday schedule for Calendar Year 2004.

2. Authority

D.C. Official Code § 1-612.02 (2001).

3. Responsibilities

Department and agency heads, or their designated representatives, are responsible for ensuring that employees in their respective agencies are informed of the provisions of this bulletin.

4. Provisions

- (a) Legal public holidays for calendar year 2004 for employees whose basic workweek is Monday through Friday are:

New Year's Day, **Thursday**, January 1, 2004
Dr. Martin Luther King, Jr.'s Birthday, **Monday**, January 19, 2004
Washington's Birthday, **Monday**, February 16, 2004
Memorial Day, **Monday**, May 31, 2004
Independence Day, **Monday**, July 5, 2004¹
Labor Day, **Monday**, September 6, 2004
Columbus Day, **Monday**, October 11, 2004
Veterans' Day, **Thursday**, November 11, 2004
Thanksgiving Day, **Thursday**, November 25, 2004
Christmas Day, **Friday**, December 24, 2004²

¹ The legal public holiday is Sunday, July 4, 2004. By law, when the holiday falls on a Sunday, it is observed on the Monday following the holiday.

² The legal public holiday is Saturday, December 25, 2004. By law, when the holiday falls on a Saturday, it is observed on the Friday preceding the holiday.

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

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- (b) The Mayor (or his or her designee) may specify other days or portions of a day as nonworkdays, in addition to the above legal public holidays.

- (c) Coverage:

All employees are entitled to legal public holidays or “in-lieu-of” days as the established holidays, with the exception of:

- (1) Temporary wage employees (those paid on an hourly rate) with appointments limited to less than ninety (90) days, or who have not been employed for a continuous period of ninety (90) days under one or more appointments without a break in service;
- (2) Employees (including Experts and Consultants) who do not have a regularly scheduled tour of duty; and
- (3) Employees paid by a stipend.

- (d) Effect of Leave Status:

- (1) An employee on leave with pay for a period that includes a holiday is not charged leave for the holiday.
- (2) An employee in a nonpay status (FMLA, LWOP, AWOL, suspension, etc.) the last hour of a regular tour of duty immediately before a holiday and the first hour immediately after the holiday, is not entitled to pay for that holiday unless the employee works on the holiday. In addition, an employee scheduled for “approved” nonpay status on a holiday is not entitled to pay for that holiday.

- (e) Determining Holidays (except for an employee of the Firefighting Division of the Fire and Emergency Medical Services Department):

- (1) Whenever a holiday falls on a workday in the basic workweek of Monday through Friday, the workday is a holiday.
- (2) Whenever a holiday falls on a nonworkday of the basic Monday through Friday workweek, the holiday is the Monday following a legal holiday occurring on Sunday, or is the Friday immediately preceding a legal holiday occurring on a Saturday.
- (3) When a holiday falls on a nonworkday of a workweek which is not Monday through Friday, the **In-Lieu-of Schedule** attached to this bulletin is to be used to determine the holiday.
- (4) For a part-time employee, whenever a holiday or a day designated as a holiday falls on the employee’s regularly scheduled workday, that is the holiday for that employee. No in-lieu-of day is authorized for a part-time employee if a holiday falls on that employee’s nonworkday.

- (5) When a holiday falls on a nonworkday of a basic workweek which includes six days, the holiday is the day immediately preceding the legal holiday.
- (f) The day to be treated as a holiday for an employee (including one in a 24-hour facility) who is regularly scheduled to work on days other than Monday through Friday and whose days off are **not listed on the In-Lieu-of Schedule** or for a employee of the Firefighting Division of the Fire and Emergency Medical Services Department is determined as follows:
 - (1) When a holiday falls on a workday in a basic workweek of the employee, that day is the holiday for the employee.
 - (2) When a holiday falls on a nonworkday, the first scheduled workday following that nonworkday is considered the legal holiday.
- (g) Clarification of Entitlement to Holiday Pay for all Employees:

An employee who is scheduled to work on the holiday and does not receive an in-lieu-of day will be paid holiday pay for one day. The holiday pay will be paid only for work actually performed for a maximum of eight hours. Any work performed over the eight hours will be compensated at applicable overtime rates.

5. In-Lieu-of Schedules

The in-lieu-of schedule contained in the attachment to this bulletin is applicable to all covered employees except employees covered by paragraph 3(f) above and, in some instances, the uniformed employees of the Metropolitan Police Department. This schedule is to be used only for an employee whose workweek is other than Monday through Friday and when that employee's regularly scheduled day off falls on the legal public holiday.

Judy D. Banks
Acting Director of Personnel

Attachment: Schedule of "In-Lieu-of" Days for Holiday, Pay, and Leave Purposes for Calendar Year 2004

**SCHEDULE OF “IN-LIEU-OF” DAYS FOR HOLIDAY, PAY,
AND LEAVE PURPOSES FOR CALENDAR YEAR 2004**

MONDAY HOLIDAYS	Dr. Martin Luther King, Jr.’s Birthday	Monday, January 19, 2004
	Washington’s Birthday	Monday, February 16, 2004
	Memorial Day	Monday, May 31, 2004
	Independence Day	Monday, July 5, 2004
	Labor Day	Monday, September 6, 2004
	Columbus Day	Monday, October 11, 2004

The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Monday holidays:

DAYS OFF	HOLIDAY	King’s Birthday	Washington’s Birthday	Memorial Day
Sunday and Monday	Saturday	January 17, 2004	February 14, 2004	May 29, 2004
Monday and Tuesday	Sunday	January 18, 2004	February 15, 2004	May 30, 2004
Monday and Wednesday	Sunday	January 18, 2004	February 15, 2004	May 30, 2004
Monday and Thursday	Sunday	January 18, 2004	February 15, 2004	May 30, 2004
Monday and Friday	Sunday	January 18, 2004	February 15, 2004	May 30, 2004
Monday and Saturday	Sunday	January 18, 2004	February 15, 2004	May 30, 2004

DAYS OFF	HOLIDAY	Independence Day	Labor Day	Columbus Day
Sunday and Monday	Saturday	July 3, 2004	September 4, 2004	Oct. 9, 2004
Monday and Tuesday	Sunday	July 4, 2004	September 5, 2004	Oct. 10, 2004
Monday and Wednesday	Sunday	July 4, 2004	September 5, 2004	Oct. 10, 2004
Monday and Thursday	Sunday	July 4, 2004	September 5, 2004	Oct. 10, 2004
Monday and Friday	Sunday	July 4, 2004	September 5, 2004	Oct. 10, 2004
Monday and Saturday	Sunday	July 4, 2004	September 5, 2004	Oct. 10, 2004

Monday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

THURSDAY HOLIDAYS	New Year's Day	Thursday, January 1, 2004
	Veteran's Day	Thursday, November 11, 2004
	Thanksgiving Day	Thursday, November 25, 2004

The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Thursday holidays:

DAYS OFF	HOLIDAY	New Year's Day	Veteran's Day
Sunday and Thursday	Wednesday	December 31, 2003	November 10, 2004
Monday and Thursday	Friday	January 2, 2004	November 12, 2004
Tuesday and Thursday	Friday	January 2, 2004	November 12, 2004
Wednesday and Thursday	Friday	January 2, 2004	November 12, 2004
Thursday and Friday	Wednesday	December 31, 2003	November 10, 2004
Thursday and Saturday	Wednesday	December 31, 2003	November 10, 2004

DAYS OFF	HOLIDAY	Thanksgiving Day
Sunday and Thursday	Wednesday	November 24, 2004
Monday and Thursday	Friday	November 26, 2004
Tuesday and Thursday	Friday	November 26, 2004
Wednesday and Thursday	Friday	November 26, 2004
Thursday and Friday	Wednesday	November 24, 2004
Thursday and Saturday	Wednesday	November 24, 2004

Thursday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

FRIDAY HOLIDAY	Christmas Day	Friday, December 24, 2004
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The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Friday holiday:

DAYS OFF	HOLIDAY	Christmas Day
Sunday and Friday	Thursday	December 23, 2004
Monday and Friday	Saturday	December 25, 2004
Tuesday and Friday	Saturday	December 25, 2004
Wednesday and Friday	Saturday	December 25, 2004
Thursday and Friday	Saturday	December 25, 2004
Friday and Saturday	Thursday	December 23, 2004

Friday will be the holiday for employees who are regularly scheduled to work Monday through Friday.